

29 April 1971

MEMORANDUM FOR: Chief, Support Services Staff  
SUBJECT : Background for PPB Briefing

The following information is to respond to the PPB questions concerning support furnished by the Records Program to the Agency Components.

1. The Agency Records Staff is consulted on Records Problem in all segments of the Agency in all elements of the Records Programs:

a. FORMS:

Requests for forms come from every component and requests increased 50% last year. Major forms designs and revisions requiring Central Staff aid were from:

O/PPB - Automated Budget Control System.  
Cable Secretary - Revised Cable Priority replenishment of supply

b. CORRESPONDENCE:

Requests for Correspondence standards and guidance were received from the Inspector General, Office of Training, and Office of Personnel Suggestion Awards Program. The Office of Logistics transferred to the Agency Records Staff responsibility for the Post Office "PREPARE WITH CARE" mail procedures program.

c. REPORTS:

The Office of Management and Budget requested an Agency survey of its Reports. The Agency Records Staff assisted O/PPB with that survey providing forms, guidance literature and liaison with OMB and NARS. The Staff also supported the DDS survey because there was no DDS Records Staff to do so. The DDS Survey found 1,600 reports costing \$1.7 million per year whereas the rest of the entire Agency found and reported only 300 reports costing \$690,000 per year.

d. OTHERS:

Attached are details on these program elements: Equipment Controls, Records Disposal Schedules, Secure Area Requests, Microfilm Projects and an additional breakdown of Forms Support to the Directorates.